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September 27, 2005

TO: Each Supervisor

FROM: Thomas L. Garthwaite, M.D. *Thomas L. Garthwaite*
Director and Chief Medical Officer

Jonathan E. Fielding, M.D., M.P.H. *Jonathan E. Fielding*
Director of Public Health and Health Officer

SUBJECT: **NEEDLE EXCHANGE CERTIFICATON PROGRAM**

On June 14, 2005, the Board of Supervisors (Board) instructed the Department of Health Services (Department) to provide needle exchange certification status report at the August 2, 2005 Board meeting. On August 2, 2005 the Board approved the use of \$500,000 in Tobacco Master Settlement Agreement funds for expansion of needle exchange programs and instructed the Department to return to the Board with contracts once the application process had been completed. This provides an update on our efforts since August 2, 2005.

Previously prepared documents are being revised in preparation of the release of a Request for Proposals (RFP) for certified needle exchange services. Public Health staff visited the City funded needle exchange programs to help inform the revision of needle exchange certification documents. The Policy and Procedures manual was revised to include additional procedures for the implementation of a fixed site exchange. Revision of this document is complete and internal review is underway. The addition of funds requires the development of a new RFP, additional proposal assessment tools, as well as a draft contract document. Work on these documents continues.

On September 23, 2005 a meeting was held with the current needle exchange providers to inform them of the upcoming Request for Proposal and to respond to questions regarding the needle exchange certification process. A meeting to reconvene the Needle Exchange Certification Workgroup will be held on October 12, 2005. Representatives from Public Health programs (e.g., Office of AIDS Programs and Policy, Alcohol and Drug Program Administration, HIV Epidemiology), needle exchange programs and law enforcement have been invited.

Each Supervisor
September 27, 2005
Page 2

The anticipated timeline for release of the RFP and beginning of needle exchange services is as follows:

October 12, 2005	Reconvene Needle Exchange Certification Work Group
October 28, 2005	Revise and finalize documents related to the RFP
October 31, 2005	Release RFP
November 4, 2005	Bidder's conference
December 9, 2005	Proposals due
December 30, 2005	Review proposals
January 13, 2006	Conduct site visits
January 16, 2006	Issue recommendations for certified needle exchange services
January 30, 2006	Sign contracts with agencies
February 15, 2006	Certified needle exchange begins

We will provide the Board with an update on the RFP process in 60 days. In the meantime if you have any questions or need additional information please let either of us know.

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c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors